

## **EDITED TASK LISTING**

### **CLASS: ACCOUNTING OFFICER (Specialist)**

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*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Perform monthly bank reconciliation (i.e., compare entries and account balances, identify and correct reconciling items in a timely manner) for the Department of Corrections to ensure the account records are in agreement with the State Treasurer utilizing bank statements, cancelled checks, deposits, journal entries, ten-key calculator, CALSTARS (California State Accounting and Recording System) reports, spreadsheets, etc. in accordance with SAM (State Administrative Manual).
<b>2.</b>	Perform monthly State Controller's Office (SCO) reconciliation (i.e., compare account balances and entries, identify and correct reconciling items in a timely manner) for CDC to ensure the account records are in agreement with the SCO utilizing SCO Agency Reconciliation report (tab run), journal entries, ten-key calculator, CALSTARS reports, spreadsheets, etc. in accordance with SAM.
<b>3.</b>	Perform monthly Fixed Assets (e.g., land, buildings, major equipment, etc.) reconciliation for CDC (institutions and divisions) to ensure the account records are in agreement with CALSTARS reports, property control system listings, DGS (Department of General Services) Real Property balances, utilizing spreadsheets, ten-key calculator, etc. in accordance with SAM, Generally Accepted Accounting Principles (GAAP), and FIM (Financial Information Memorandum).
<b>4.</b>	Perform Cash reconciliation for CDC to evaluate and monitor cash flows utilizing CALSTARS reports, SCO records, spreadsheets, ten-key calculator, etc. in accordance with SAM and CALSTARS manual.
<b>5.</b>	Perform Revolving Fund reconciliation for CDC to monitor balance maintained at SCO utilizing CALSTARS reports, SCO records, spreadsheets, source documents, ten-key calculator, etc. in accordance with SAM and CALSTARS manual.
<b>6.</b>	Review and monitor the work of others (clerical, account clerks/technicians, Accountant I, etc.) to ensure staff have followed proper policies and procedures and verify the accuracy/quality of duties performed utilizing various resources (e.g. ten-key calculator, source documents, reports, etc.) under the direction of their supervisor.
<b>7.</b>	Assisting staff in researching/resolving difficult accounting problems by facilitating the process (i.e., providing direction/resources or clarification of policies and procedures, etc.) utilizing various tools, aids, equipment, and/or processes as needed.
<b>8.</b>	Performs audits (e.g., claim schedules, cash funds, use of office revolving funds, etc.) for CDC to ensure compliance with SAM, etc. utilizing audit checklist, rules and regulations, desk procedures, etc. as scheduled.
<b>9.</b>	Prepare cash remittance(s) to State Treasurer in a timely manner to accurately report cash receipts by type, fiscal period and appropriation utilizing various resources (e.g., CALSTARS reports, ten-key calculator, remittance advice transmittal form) in accordance with SAM.

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<b>10.</b>	Prepare invoices to bill for services provided by CDC (e.g., governmental agencies, private vendors, inmates, etc.) utilizing various resources (e.g., contracts, policies and procedures, ten-key calculator, source documents) in accordance with SAM.
<b>11.</b>	Review Accounts Receivable Aging report for CDC pending invoices utilizing CALSTARS reports and source documents in accordance with SAM, DPA, MOUs, and CALSTARS.
<b>12.</b>	Assist in the preparation of financial statements for CDC to report the fiscal activities of the accounting period to the Department of Finance (DOF) utilizing various resources (e.g., CALSTARS reports, policies and procedures, ten-key calculator, spreadsheets) in accordance with SAM, DOF, and GAAP.
<b>13.</b>	Prepare sales/use/fuel taxes for CDC to report information to the Board of Equalization (BOE) utilizing various resources (e.g., source documents, tax returns, CALSTARS reports, manuals, spreadsheets) in accordance with SAM and BOE guidelines.
<b>14.</b>	Prepare/review Discharge of Accountability for CDC to request removal of an uncollectable debt through the DOF utilizing source documents, CALSTARS reports, collection letters and/or collection processes, etc. in accordance with SAM and DOF guidelines.
<b>15.</b>	Prepare/review Claims for Reimbursement for CDC to the SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines.
<b>16.</b>	Prepare monthly Late Payment Penalty Report to provide detailed information to CDC headquarters of late payment occurrences to vendors utilizing source documents, CALSTARS reports, etc. in accordance with Accounting Information Memo (AIM).
<b>17.</b>	Prepare monthly Statistical Report to provide detailed work activity information and discounts lost/earned to CDC headquarters utilizing source documents, CALSTARS reports, etc. in accordance with AIM.
<b>18.</b>	Prepare Quarterly Aged Accounts Receivable report to CDC headquarters to provide information of total outstanding amount(s) owed to the state utilizing source documents, CALSTARS reports, etc. in accordance with FIM.
<b>19.</b>	Post journal entries to CALSTARS to accurately record transactions posted by various control agencies (i.e., SCO, STO, Prison Industry Authority (PIA), and DGS) utilizing source documents in accordance with SAM.
<b>20.</b>	Record the annual allotment and budget plan for expenditures in CALSTARS to reflect the budget authority by program and agency object level to be used as a monitoring tool for the fiscal year utilizing various resources (e.g., source documents, budget plan, spreadsheets) in accordance with SAM and the department's OBM (Office of Budget Management).
<b>21.</b>	Record the allocation received by the operating organization (headquarters' accounting) by appropriation symbol, fund and budgetary sequence to tie allotments/budget plan to the allocation order utilizing various resources (e.g. CALSTARS, source documents, etc.) as needed.

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22.	Perform monthly CALSTARS table maintenance to establish, record and maintain data at specified reporting levels and provide a system of edits and checks on transactions posted utilizing various resources (e.g., Uniform Codes Manual (UCM) and CALSTARS, CDC budget plan, manual, policies and procedures) in accordance with DOF and the department's OBM.
23.	Approve claim schedules certifying accuracy and validity of expenditures for vendors, CDC employees, and inmates to be submitted to SCO for issuance of payment utilizing source documents, rules and regulations, CALSTARS, etc. in accordance with DOM, SAM, and SCO.
24.	Review and assist lower level staff in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, manuals, source documents, etc. in accordance with UCM and CALSTARS.
25.	Review, classify, and certify availability of funds for CDC expenditures to approve purchases utilizing purchase documents/contracts, UCM, CALSTARS reports, and AIM in accordance with DGS guidelines and SAM.
26.	Review CALSTARS reports for posting errors to ensure accuracy of expenditures (e.g., index, object, and Program Cost Account (PCA) codes) utilizing source documents, CALSTARS reports, and AIM in accordance with CALSTARS, UCM, and SAM.
27.	Review Office Revolving Fund Aging report (i.e., travel, salary, and expense advances) for CDC utilizing CALSTARS reports and source documents in accordance with SAM, DPA, MOUs, and CALSTARS.
28.	Review Accounts payable (i.e., accrued expenses) for CDC to identify abnormal balances and potential adjustments to be made utilizing CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.
29.	Review and monitor encumbrances (e.g., purchase orders, contracts, service and expense orders, etc.) for CDC to identify validity and aging utilizing CALSTARS reports and source documents in accordance with SAM and CALSTARS manual.
30.	Review and monitor reportable payments to such entities as vendors, employees, etc. made by CDC for the purpose of providing tax information accessed by Franchise Tax Board (FTB) and Internal Revenue Service (IRS) utilizing CALSTARS and source documents in accordance with DOF, CALSTARS Manual, SAM, FTB/IRS codes, and AIM.
31.	Act as a liaison for claims submitted to the Board of Control (BOC) by inmates, employees, or vendors to secure recommendation for payment utilizing a tracking system in accordance with SAM and BOC.
32.	Communicates in a professional and effective manner with others (e.g., management, vendors, control agencies, institution/program staff, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
33.	Prepares drafts for management's signature to address various accounting issues utilizing various resources, tools, etc. as needed and/or upon request.
34.	Prepare/present policies and procedures to address various accounting processes for the department utilizing various resources, tools, etc. as needed and/or upon request.

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<b>35.</b>	Delivers effective oral presentations to management, customers, and technical staff utilizing various tools, equipment, and aids as appropriate.
<b>36.</b>	Establish and update desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency utilizing various resources (e.g. departmental directives, laws, rules, regulations, legislation, technology, knowledge, examples of work documents, etc.) as needed.
<b>37.</b>	Develops materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations, etc. relating to various accounting functions as needed and/or requested by management.
<b>38.</b>	Provides on-the-job training for staff to increase and broaden their knowledge, experience, and skills utilizing and recommending special assignments and afford employees the opportunity to attend in-service/out-service training, etc., pursuant to DOM.
<b>39.</b>	Motivate staff to encourage a positive work environment utilizing various resources (e.g. interpersonal skills, personnel management techniques, knowledge, etc.) on a daily basis.
<b>40.</b>	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques as needed.
<b>41.</b>	Conduct meetings with departmental staff and outside entities to provide information relevant to accounting policies and procedures using supportive data (e.g. expertise, source documents, departmental directives, research data, etc.) as needed and/or requested by management.